

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL POSTING

NOVEMBER 29, 2007

4 PAGES

Title:	Food Service Supervisor	Position No.:	51182
Division:	Disability Services	Pay Band:	5
Location:	MDC	Union:	Non-Union
	Boulder, MT	Starting Date:	As Soon As Possible
Status:	Perm/Full-time	Supplement:	No
Salary:	\$28,533 annually for employees new to state government		

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. Monday, December 17, 2007. Applications may be faxed to 406-225-4414 or e-mailed to Cbirtcher@mt.gov.

SPECIAL INFORMATION: Shift - alternate schedule
Days off - Wednesday & Thursday

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

ESSENTIAL JOB FUNCTIONS:

Under the supervision of the Food Service Manager and guidance of the Clinical Dietitian, the Food Service Supervisors are responsible for technical management of the client's individual diet including interpretation of the diet orders for food service staff; documentation and implementation of each client's current physician ordered diet; and supervision of the Food Service Workers assigned to the trayline. Under the direction of the Food Service Manager, is responsible for the oversight and management of the food production function, including planning, and implementing food preparation assignments, requisitioning supplies, evaluating quality and safety standards and supervising food production personnel.

- A. Coordinates individualized tray service and physician ordered diet implementation using knowledge of basic nutrition, therapeutic diet principles, food service standards and communication skills.
1. Directs and/or participates in the trayline service to the clients by devising station assignments, solving problems for special and new client therapeutic diet needs.
 2. Schedules and assigns preparation duties to meet clients supplemental feeding needs.

AN EQUAL OPPORTUNITY EMPLOYER

ESSENTIAL JOB FUNCTIONS: - continued

3. Implements diet order changes by notifying the production and service personnel of the change and provides guidance regarding the appropriate course of action and follows to assure implementation.
 - a. Prepares and distributes the most current diet orders to appropriate personnel on a routine basis.
 - b. Communicates updated diet information to production and trayline service personnel.
 - c. Revises guidelines of client diet allergies, intolerances and other diet information for trayline and production personnel.
 - d. Develops and revises client tray identification information.
4. Monitors trayline meal service for accuracy to meet the clients' ever changing therapeutic diets and efficiency to meet labor standards.
 - a. Checks each client's tray and evaluates if it meets therapeutic guidelines, portion control standards and adjust items to match diet order.
 - b. Documents number of trays prepared, time required to prepare and problems encountered for evaluation and revision of assignments.
- B. Coordinates food production, food service, and clean up using knowledge of preparation techniques, quality standards, scheduling, basic nutrition therapeutic diets, and impact on budget.
 1. Directs and/or participates in the preparation, cooking, and service of food.
 2. Schedules meal preparation and pre-preparation assignments by developing and revising production assignment sheets.
 3. Schedules the use of leftover foods.
 4. Adjusts standardized recipes for number and portions needed.
 5. Forecasts and requisitions food supplies on a daily and weekly basis.
 6. Completes a periodic physical inventory of food and supplies and alerts Food Service Manager to shortages and products that do not meet quality standards.
 7. Monitors food production schedules to insure meals meet quality, quantity, and time standards.
 8. Coordinates the requisition of supplies for filling and delivering store orders.
 9. Tests new menu items and recipes from a variety of sources, compares them to industry standards for color, taste, texture, and appearance. Evaluates acceptance of product and recommends further changes.
 10. Coordinates food production and food service of after hours meals (dinner).
 11. Schedules the use of leftover foods.
- C. Supervises Cooks, Food Service Workers (FSW), Drivers and Custodian using knowledge of supervisory practices and principles and skills in the objective appraisal of work performance and training employees, labor contracts, ability to schedule personnel.
 1. Under the supervision of the Food Service Manager reviews job applications, interviews, hires, provides orientation training and evaluates FSW, drivers and cooks.
 2. Evaluates training needs, proposes training programs, directly trains cooks, drivers, and FSW and then evaluates training effectiveness.
 3. Follows Montana Developmental Center policy concerning progressive discipline to subordinate staff on assigned shift. Gives recommendations, concerning suspension and/or termination. Maintains appropriate documentation, including regular supervisory notes.
 4. Schedules staff to meet minimum staffing requirements.
 5. Interprets, monitors and implements work plans, unit policies and procedures.
 6. Writes first level grievance responses in consultation with the Food Service Manager.
 7. Monitors subordinates and client workers for safe operating procedures, demonstrates appropriate procedures and evaluates safety performance.
- D. Completes records necessary to document food usage, work assignments, and quality control using the knowledge of quality standards including Hazard Analysis of Critical Control Points (HACCP), labor contracts, ability to schedule personnel, as well as computer skills.
 1. Completes Daily Food Usage records daily to document the actual menu served.
 2. Records any food items substituted in the record book of Necessary Food Substitutions as they occur.
 3. Records any changes necessary to improve MDC standardized recipes (i.e.: portion size, number of servings, consistency, product acceptance, etc.)

ESSENTIAL JOB FUNCTIONS: - continued

4. Records food temperatures in cafeteria, trayline and satellite dining areas and compares them to Cook/Chill rethermalization and HACCP guidelines and determines if the food is safe to serve. Monitors proper food storage daily.
 5. Receives perishable and nonperishable items, dates, rotates, stocks, and disperses as needed.
 6. Participates in meal observation in the satellite dining areas for quality assurance and performs on the spot inservice training for unit staff as needed.
 7. Posts employee schedules at least one week in advance and records work assignments.
 8. Completes Building and Equipment Checklist, checks equipment operation and requests repairs.
- E. Coordinates food production and food service for weekend and dinner meals and coordinates cleaning projects to maintain a sanitary work environment using skills in food preparation, equipment use, and knowledge of sanitation requirements.
1. Directs and/or participates in the preparation, cooking and service of food.
 2. Schedules the use of leftover foods.
 3. Directs FSW in daily, weekly, and periodic cleaning assignments.
 4. Checks equipment and work areas daily for cleanliness.
 5. Enforces Nutrition Services and state sanitation regulations.
- F. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures to include, but not limited to:
1. Lifts using proper body mechanics.
 2. Utilizes carts to safely move objects.
 3. Mops up spills immediately.
 4. Uses and directs use of chemicals in proper dilution for intended purpose.
- G. Completes other assigned duties as needed to include, but not limited to:
1. Monitors food production schedules to insure meal quality, quantity and time standards.
 2. Takes inventory of supplies on hand and requisitions food supplies on a daily basis.
- H. Within the limits of training and abilities, acts to protect facility clients from immediate harm in any observed or known perilous situation where the potential for injury or death is clear.
- I. Cooperates with other staff and demonstrates respect for other employees which contributes to a positive and efficient working environment.
- J. Complies with Department, Division and Section policy and/or direction and consults, as needed or required, with supervisors to obtain clarification or address concerns.
- K. Complies with HIPAA guidelines for Level 3 information - is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and medical history information.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Knowledge of basic nutrition and therapeutic diet principles. Knowledge of current supervisory practices and principles including MDC disciplinary policies and procedures and labor contracts. Knowledge of Montana's food sanitation regulations for food service establishments. Knowledge of quality standards for a variety of food products and Hazard Analysis of Critical Control Points.

Skills: Skill in safe operation and cleaning of conventional food preparation equipment, i.e. oven, steam jacket kettles, food chopper, mixer, blender, and slicer. Skills in scheduling personnel efficiently to complete required work, training employees, objective appraisal of work performance of subordinate staff, effective problem solving.

Abilities: Must have the ability to:

- 1) supervise a variety of food service positions concurrently.
- 2) learn to use computer software necessary to complete assignments.
- 3) follow verbal and written instructions and to communicate effectively, both verbally and in writing.
- 4) safely lift 50 lbs. and to work prolonged hours while standing on concrete floor.
- 5) organize work independently, perform work accurately and carry out assignments to completion with a minimum of instruction.

EDUCATION AND EXPERIENCE REQUIRED:

The above knowledge, skills, and abilities are typically acquired through completion of an Associate Degree in a Dietetic Technician program approved by the American Dietetic Association and registration as a Dietetic Technician DTR, or certified as a Dietary Manager through the Dietary Manager Association with an additional one year of experience in special diet work in a health care setting, or three years of progressively responsible food service work including one year of experience in special diet work, supervisory experience (supervise three or more employees for at least 12 months), and completion of a Dietary Manager course within one year of employment. Experience in Cook/Chill Operation preferred.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a band 5 on the state's general pay plan. Full time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicant's qualifications may include an evaluation of the Montana State Application Form; a structured interview; a performance test, and reference checks. Application materials required are as noted below:

1. Current employees of the Montana Developmental Center must submit a Bid Request Form.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Any relevant education transcripts must be submitted with application.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of application from the general public.

Application materials can be obtained from the Montana Developmental Center Personnel Office.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.